



STATE OF INDIANA  
ALCOHOL AND TOBACCO COMMISSION

302 West Washington Street  
IGCS Room E114  
Indianapolis, IN 46204  
Telephone 317 / 232-2430  
Fax 317 / 233-6114  
www.IN.gov/atc

REQUEST FOR LETTER OF AUTHORITY

An applicant may request a Letter of Authority to operate after the application has been reviewed by the local board, so long as the following questions are answered affirmatively:

- ☐ The local board voted unanimously to approve the permit application with at least three members voting.
- ☐ No remonstrators were present at the local board hearing.
- ☐ An Indiana State Excise Police Officer has completed the **final inspection**.

The Local Board heard permit # \_\_\_\_\_ at its meeting on \_\_\_\_\_.

\_\_\_\_\_  
Excise Officer

In order to receive a Letter of Authority, please fax this form to Julie Burton (317-234-1520) at the Alcohol and Tobacco Commission. Also, please indicate below whether this letter is to be faxed or mailed, and provide the fax #, address and the person to whom the letter should be forwarded.

- ☐ The letter of authority should be faxed.
- ☐ The letter of authority should be mailed.

Fax # \_\_\_\_\_

Address: \_\_\_\_\_

Attention: \_\_\_\_\_